

Title: DIVISION INSPECTION AND TEST STATUS	Number: D65-12-01	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-12-01

From: D65

To: D65 Division

Subj: DIVISION INSPECTION AND TEST STATUS

Ref: (a) SOP D65-10-01 Division Receiving Inspection
(b) SOP D65-10-02 Division In-Process Inspections
(c) SOP D65-10-03 Division Final Inspection

1. Purpose. To establish a system and provide instructions for identification of product inspection status, and product release to the sponsor/customer.
2. Scope and Application. This procedure applies to materials, components, subassemblies, assemblies, systems, and other finished products that are subjected to inspections and/or testing.
3. Policy. All materials, components, subassemblies, assemblies, systems, and other finished products that are processed, tested, and/or repaired/overhauled by the Division will go through receiving inspections, in-process inspections and testing, final inspections and testing. The performance of these inspections and the results will be documented/recorded and the records maintained.
4. Procedure. The following procedures apply to the recording/documentation of receiving, in-process, and final inspection and testing for both conforming and nonconforming products.
 - a. Conforming Products:
 - (1) Receiving Inspection Documentation - Products that have passed the receiving inspection will be certified by the technician's signature and date on the receiving paper work.
 - (2) In-process Inspection Documentation - Products moving through testing and repair/overhaul operations and processes are accompanied by a traveler. The traveler lists all operations and required inspections. Personnel performing in-process inspections will make a record of the completed satisfactory inspections by dating and initialing the travelers in the spaces adjacent to where the inspections are called out. The inspection sign off on the traveler indicates satisfactory completion of the in-process inspections.

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(3) Final Inspection Documentation - Products that have passed the final inspection are segregated will be placed in the finished products area with the updated Electronic Equipment Evaluation Control (EEEC) Form, the updated Failure Information Tracking System (FITS), and the completed traveler signed and dated by the technician and Quality Control (QC) inspector who performed the final inspection. FITS is updated to show the current product inspection status/condition.

b. Nonconforming Products - Products that fail any one of the three types of inspections will be identified with a red REJECTED sticker or tag. A copy of a nonconformance report will also be attached to the nonconforming product. Products failing receiving and/or final inspections will be moved to a designated controlled area awaiting disposition and corrective action. Products failing in-process inspections will normally left in the production area, but separated from the other Work In Process while awaiting disposition.

5. Authority to Release Products. Only Quality Assurance (QA) has the authority to release finished products for shipment to sponsors/customers. A product traveler is complete when all operations and inspections have been satisfactorily completed and FITS updated. Following satisfactory completion of final inspection, QA will release the product for shipment to the sponsor/customer.

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